

Utah Counties Indemnity Pool
Written Minutes of Open Meetings—Public Records—Recording of Meetings Policy

Effective Date: April 20, 2017

Last Review Date: April 20, 2017

Last Revision Date: April 20, 2017

PART I – General Policy

1. Purpose

This policy outlines the procedures of the UCIP Board of Trustees related to the written minutes of open meetings, public records and recording of meetings.

2. General Policy

It is the policy of the UCIP Board of Trustees to comply with State law regarding written minutes of open meetings, public Records and recording of meetings.

3. Implementation of Procedures for Written Minutes and Recordings of Meetings

- a. Within three business days after holding an open meeting, an audio recording of the open meeting will be available to the public for listening;
- b. Pending minutes will be available to the public within a reasonable time after holding the open meeting that is the subject of the pending minutes;
- c. Pending minutes will be submitted to the UCIP Board at their next meeting by the Secretary/Treasurer of the Board for changes, additions and approval by majority vote.
- d. Minutes approved by the Board will be presented to the Chair of the Board for signature. Once approved by the Board and signed by the Chair of the Board, those minutes will be the official record of the open meeting that is the subject of the approved minutes; and
- e. Within three business days after approving written minutes, the approved minutes will be available to the public, and will be placed on both the State Public Notice website, and the UCIP website.